

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-364-00-1
1 FROM (Agency or establishment) <b>OFFICE OF THE U. S. TRADE REPRESENTATIVE</b>		DATE RECEIVED	3/28/00
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Nell W. Doering	(202) 395-6471		WITHDRAWN

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, 
  is attached, or 
  has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/23/00	<i>Nell W. Doering</i>	OA/USTR RECORDS MANAGEMENT OFFICER

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>Office of the United States Trade Representative (USTR)</b></p> <p><b>Electronic Records Schedule for E-Mail Records Created Prior to July 15, 1994)</b></p>		

*SA 1/5/05*

**OFFICE OF THE UNITED STATES  
TRADE REPRESENTATIVE**

**ELECTRONIC RECORDS SCHEDULE  
FOR E-MAIL RECORDS CREATED  
PRIOR TO JULY 15, 1994**

**PREPARED BY  
EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
INFORMATION SYSTEMS AND TECHNOLOGY DIVISION  
RECORDS MANAGEMENT OFFICE**

**March 23, 2000**

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

ELECTRONIC RECORDS SCHEDULE

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**OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE (USTR)**  
**ELECTRONIC RECORDS SCHEDULE**  
**FOR E-MAIL RECORDS CREATED PRIOR TO JULY 15, 1994**

This schedule applies to electronic records that were created or received on the Local Area Network (LAN) of the Data Center at the Office of the United States Trade Representative (USTR).

**E-MAIL APPLICATIONS**

The following applies to the records restored from backup tapes that were created or received on USTR's electronic communications system **prior to July 15, 1994**.

1. **E-Mail Records.** E-mail messages (includes phone messages, appointments, tasks, and notes) created and received by USTR users on the USTR electronic communications system. E-mail records include transmission data (identities of sender and recipient, and the date and time of transmittal). These records consist of the message and any attachments. All Federal records have been transferred to an electronic recordkeeping system for preservation.

**A. Master Data File of E-Mail Records on Recordkeeping System.**

**Inclusive Dates (Unclassified):** August 15, 1991 through July 14, 1994.

**Inclusive Dates (Classified):** October 1, 1993 through July 14, 1994.

**Current Volume (Unclassified):** 14 CDs.

**Current Volume (Classified):** 1 CD.

**DISPOSITION: PERMANENT**

**Transfer master data files to NARA at the end of the current Administration in accordance with NARA procedures and with 36 CFR 128.**

- B. **Documentation - E-Mail Records.** The documentation for each data file includes any additional information about the format of the data file and/or the context in which the data file was created.

**Inclusive Dates (Unclassified):** August 15, 1991 through July 14, 1994.

**Inclusive Dates (Classified):** October 1, 1993 through July 14, 1994.

**Current Volume (Unclassified):** Less than one cubic foot.

**Current Volume (Classified):** Less than one cubic foot.

**DISPOSITION: PERMANENT**

Transfer a copy of the Documentation - E-Mail Records to NARA with the records described in 1.A. above. Transfer any updates to the documentation with subsequent transfers of records.

**NOTE:** All transfers of documentation will conform to the requirements in 36 CFR 1228 and NARA procedures.

- C. **E-Mail Messages Index.** The index to e-mail messages includes the unique file identifier, identity of sender, ~~and~~ subject, ~~and~~ recipient.

**Inclusive Dates (Unclassified):** August 15, 1991 through July 14, 1994.

**Inclusive Dates (Classified):** October 1, 1993 through July 14, 1994.

**Current Volume (Unclassified):** 14 CDs.

**Current Volume (Classified):** 1 CD.

**DISPOSITION: PERMANENT**

Transfer master data file of E-Mail Messages Index to NARA with the records described in 1.A. above in accordance with 36 CFR 1228 and with NARA procedures.

- D. **Documentation - E-Mail Messages Index.** The documentation for each data file includes any additional information about the format of the data file and/or the context in which the data file was created.

**Inclusive Dates (Unclassified):** August 15, 1991 through July 14, 1994.

**Inclusive Dates (Classified):** October 1, 1993 through July 14, 1994.

**Current Volume (Unclassified):** Less than one cubic foot.

**Current Volume (Classified):** Less than one cubic foot.

**DISPOSITION: PERMANENT**

Transfer a copy of the Documentation - E-mail Messages Index to NARA with the records described in 1.A. above. Transfer any updates to the documentation with subsequent transfers of records.

**NOTE:** All transfers of documentation will conform to the requirements in 36 CFR 1228.

- E. User Distribution Lists.** Mailing lists on the USTR's electronic communication system created by users for sending e-mail messages to groups of recipients. All recipients of mail are identified in full on the message.

**DISPOSITION: TEMPORARY**

Delete when no longer needed for administrative, legal, audit, or other operational purposes.

- F. User Indices.** Lists maintained on the system of the contents of electronic folders of USTR's electronic communication system users.

**DISPOSITION: TEMPORARY**

Delete when no longer needed for administrative, legal, audit, or other operational purposes.